

## RESUME OR APPLICATION REQUIREMENTS

### JOB INFORMATION

- > Civilian Position title, series, and grade(s) of the job you are applying for

### PERSONAL INFORMATION

- > Full name, mailing address, day and evening phone numbers, email address
- > Social Security Number
- > Country of citizenship
- > Veterans preference
  - For 5 points: List the full name and date of campaign badges/expeditionary medals
  - For 10 points: attach SF-15 and required documentation
- > Dates (Month, Day, Year) and branch for all **active duty** military service
- > Highest Federal civilian grade held (Also give job series and dates held)

### EDUCATION

- > High school
  - Name, City, and State (ZIP Code if known)
  - Date of diploma or GED
- > Colleges or Universities
  - Name, city, and State (ZIP Code if known)
  - Majors
  - Type and year of any degrees received (Show credits earned and indicate whether semester or quarter hours)

### WORK EXPERIENCE

- > Give the following information for your paid and nonpaid work experience related to the job in which you are applying:
  - Job title (include series and grade if Federal job/SF-50's)
  - Duties and responsibilities
  - Employer's name and address
  - Supervisor's name and phone number
  - Starting and ending dates (month and year)
    - Hours per week/month (If traditional reservist please provide hours per month and any mandays separately)
  - Salary
- > Indicate if we may contact your current supervisor
- > Do not send official job descriptions

### OTHER QUALIFICATIONS

- > Job-related training courses (title and year)
- > Job-related skills, for example, other languages computer software/hardware, tools, machinery, **typing speed**
- > Job-related certificates and licenses (current only)
- > Job-related honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents)

SEND ALL APPLICATIONS TO:  
**HQ AFRC/A1CSU**  
**Special Examining Unit**  
**135 PAGE ROAD**  
**ROBINS AFB GA 31098-1601**